



Town of Arlington, Massachusetts
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Meeting Minutes 09/14/2005

Town of Arlington
Affirmative Action Advisory Committee

730 Massachusetts Avenue, Arlington, MA 02476
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Barbara Boltz, Co-Chair
 Adrienne McClure, Co-Chair
 Augusta Haydock
 Jack Jones
 Elaine MacLachlan
 Tricia O'Donoghue
 Howard Winkler

Caryn Cove Malloy, Affirmative Action Officer

Affirmative Action Advisory Committee
 Meeting Minutes
 Wednesday, September 14, 2005
 7:30 p.m.

Present: Caryn Cove Malloy, Barbara Boltz, Tricia O'Donoghue, Augusta Haydock, Jack Jones, Elaine MacLachlan, Adrienne McClure (Chair), Howard Winkler

Member Barbara Boltz opened up the meeting by thanking Adrienne McClure for her kind hospitality in hosting the Affirmative Action Advisory Committee Summer Barbeque.

Meeting Minutes

Meeting of June 8, 2005, Barbara Boltz moved approval as amended. SO VOTED

Current Job Openings

The Committee reviewed the most recent hiring activity. They indicated their intention to meet with Police Chief Fred Ryan, Fire Chief Allan McEwen and Town Manager Brian Sullivan to discuss the possibility of going to a protected list for future police and fire candidates.

Current Bid Projects

The Committee reviewed an extensive list of the current projects in excess of \$200,000 currently in progress. Caryn Malloy expressed that she and Purchasing Officer Domenic Lanzillotti have been working diligently to get contractors to turn in the appropriate reports indicating female and minority hours worked on projects. Because of the difficulty the Town is having in getting contractors to comply with this directive the Town is considering the withholding of payment to contractors who do not comply.

School Diversity Task Group

Barbara Boltz reported that the group met on September 7, 2005 and at that meeting member Steve Perrera reported that the schools had hired 25 new teachers and 25 new teaching assistants. There was no information on whether any of these hires are of minority status. School Committee member Sean Garballey has indicated that he would like the rest of the Committee to designate him as the official liaison to the School Diversity Task Group.

Superintendent Nate Levenson is scheduled on October 11th to give his annual report to the School Committee on minority hiring in the schools. Members of the School Diversity Task Group plan to be in attendance of the meeting to receive his report. A meeting with Mr. Levenson and the Group has been scheduled for October 26th.

Update of Affirmative Action Plan

Member Patricia O'Donoghue scanned in the original plan and added sections that members of the committee had expressed an interest in while reviewing other municipalities' plans. She added a section on appropriate questions for an interview, a definitions sections and hyperlinks on key words in the body of the document. Members of the committee were asked to review pages 1-14 of the plan and to come back at the next meeting with their recommended changes.

Continuing Business

The Committee reviewed correspondence received from a group called the Center for Equal Opportunity. The group is a think tank based out of the Washington D. C. area and they had several suggested changes to the Town's Affirmative Action Bylaws. The correspondence was forwarded to Town Counsel John Maher for his review.

Elaine Maclachlan moved to adjourn the meeting at 8:50 p.m.

SO VOTED

A true record. Attest:

Caryn Cove Malloy
Affirmative Action Officer